Welcome to…

Reimbursable Resource Management

Welcome and Introductions

Course Prerequisites

- ✓ Change Discussions
- ✓ RWD SAP 4.6C
- ✓ Budget Funds Management Course

Course Objectives

- At the end of this course, individuals should be able to use SAP to:
  - Record and Distribute Reimbursable Authority
  - Create and Maintain Funds Reservations

Benefits of Reimbursable Resource Management

- SAP provides an automated means to:
  - Record and distribute reimbursable budget authority to all NASA Agency and Center levels
  - Create and maintain Funds Reservations

Course Schedule

Agenda Item	Time (hr)
1. Introduction & Background	00:20
2. Topic 1: Introduction to Reimbursable Process in SAP	01:20
3. Topic 2: Reimbursable Funds Control Process and Funds Reservation	02:10
4. End of Course Review/Feedback	00:10
Total Course Time	**04:00 hrs**

Course Structure

- Process Flows
  - Overview of key business processes and related SAP concepts
- Demonstrations
  - Trainer-led examples of key SAP transactions
- Exercises
  - Real-life business tasks using Core Financial business procedures
- Training Course Feedback
  - Assessment of course effectiveness using the Training Evaluation Form

Course Tool: On-Line Quick Reference

- Purpose of the On-Line Quick Reference (OLQR) tool:
  - Provide procedures, job aids, and Help content via the Intranet during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)
  - Assist with completion of transactions in the SAP system

Prepare Your Workspace

- Take a few minutes to prepare your training workspace:
  - Review the reference materials; become familiar with the content
  - Logon to SAP R/3

Background Knowledge

Background Knowledge

- FM Key definitions:

  - **Budget Sub-type:** Element within SAP which, when combined with other FCS elements, defines Funds Control
  - **Business Area:** Element within SAP that identifies NASA Centers
  - **Commitment Item:** Element within SAP that identifies the OMB Object Classes
  - **Derivation Rule:** Functionality within SAP that provides the linking of specific FCS elements together to perform funds checking and control

Background Knowledge

- FM Key definitions:

  - **Document Type:** Element within SAP that when combined with Budget Subtypes links to specific Standard General Ledger (SGL) accounts
  - **Functional Area:** Element within SAP that represents Congressional Operating Plan (COP) Line Item Numbers
  - **Functional Area Group:** Element within SAP that represents one of the current five NASA Enterprises and a Non-Enterprise office summary grouping

Background Knowledge

- FM Key definitions:

  - **Fund:** Element within SAP that identifies the following four FCS elements: appropriation, fund source, program year, and fund type
  - **Fund Center:** Element within SAP which, when combined with other FCS elements, will be used to distribute budget
  - **Fund Center Classification:** Element within SAP that represents the nine Financial Classification Structure (FCS) Elements

Background Knowledge

- FM Key definitions:

  - **Funds Management:** SAP module providing funds control and distribution functionality
  - **Funds Reservation Document (or Earmarked Funds):** Element within SAP that provides a lower level funds distribution for reimbursable orders and funding sources
  - **Receiver Fund:** Element within SAP that identifies the receiving fund

Background Knowledge

- FM Key definitions:

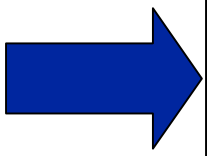
  - **Sender Fund:** Element within SAP that identifies the sending fund
  - **Sales Order:** Element within SAP that captures detailed information related to reimbursable agreements/orders
  - **Transfer:** Activity within SAP that distributes funding

Background Knowledge

Differences between SAP and the previous system:

Old System:

- Agency-Wide Coding Structure
- Several accounting systems used throughout the Agency
- Paper process used to perform funds distribution



SAP System:

- New Financial Classification Structure (FCS) and terminology
- One integrated system used Agency-wide
- Automated process used to perform budget distribution

Topic 1

Introduction to Reimbursable Process in SAP

Topic Overview

- Introduction to Reimbursable Process in SAP
  - Establish and process reimbursable orders

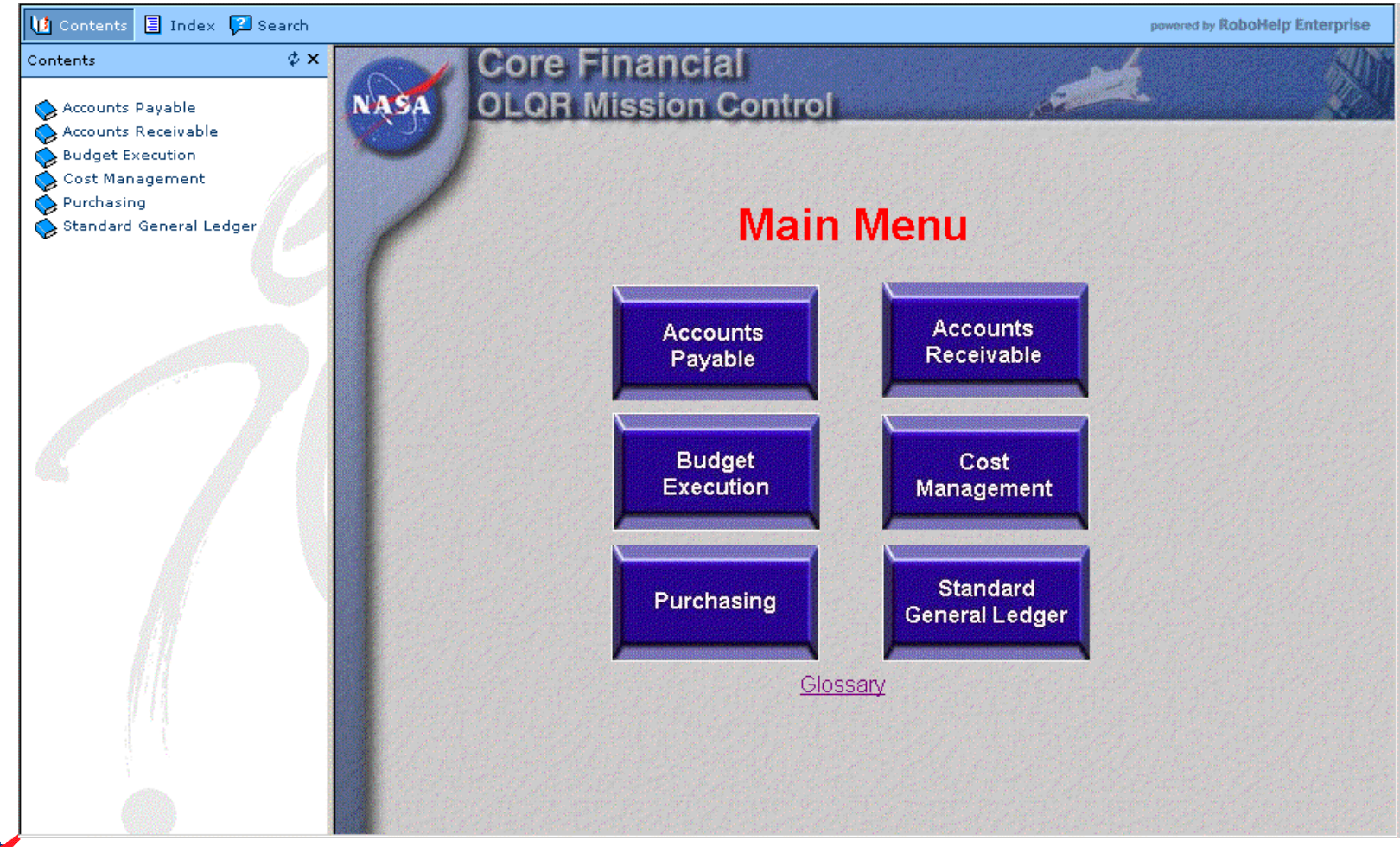
- Process Flows: Record and Maintain Reimbursable Budget Authority

Topic 1: Objectives

- Upon completion of Introduction to Reimbursable Process in SAP, individuals should be able to accomplish the following:
  - Describe the Record and Maintain Reimbursable Budget Authority process flow
  - Comprehend the various components of the Reimbursable Orders process

Topic 1: Process Flow

Record and Maintain Reimbursable Budget Authority



Reimbursable Agreement / Order

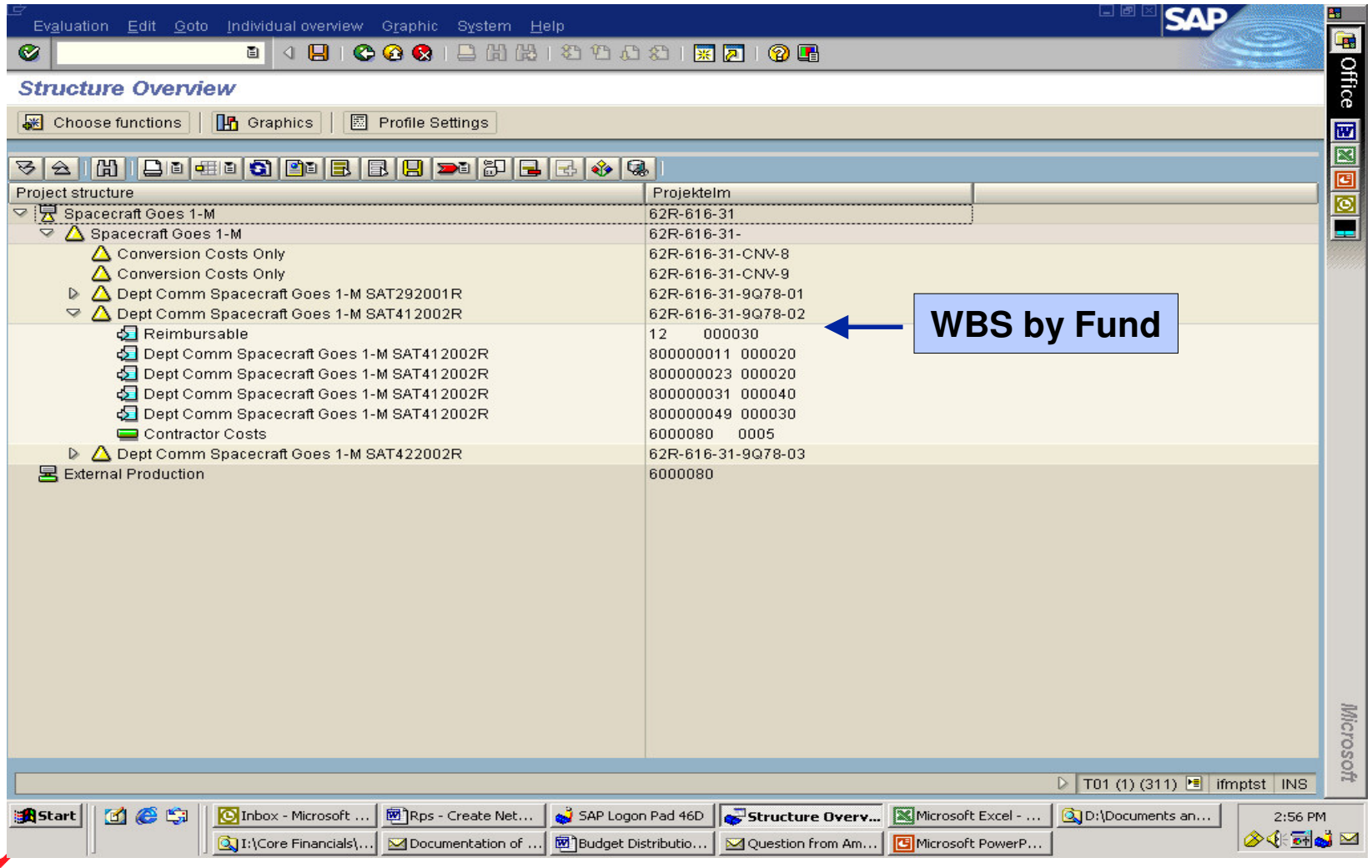
Funds Center Structure (funds control level):

- The Funds Center structure will be configured with Fund Centers (current AWCS codes) that are necessary for 506, Level 2: Agency to Enterprise, and the 506A, Level 3: Enterprise to Centers and Enterprise Offices
- Level 3 funding distribution will represent blanket reimbursable authority at the Center level
- When Center receives a Reimbursable Agreement/Order, several events may take place:
  - Establishment of appropriate Project Structures
  - Establishment of a Sales Order
  - Establishment of a Funds Reservation document for the direct and overhead funded portion of an Order
  - Transfer funding from Level 3 Fund Center to Level 4 Carrier Accounts/Cost Pools Fund Centers as needed

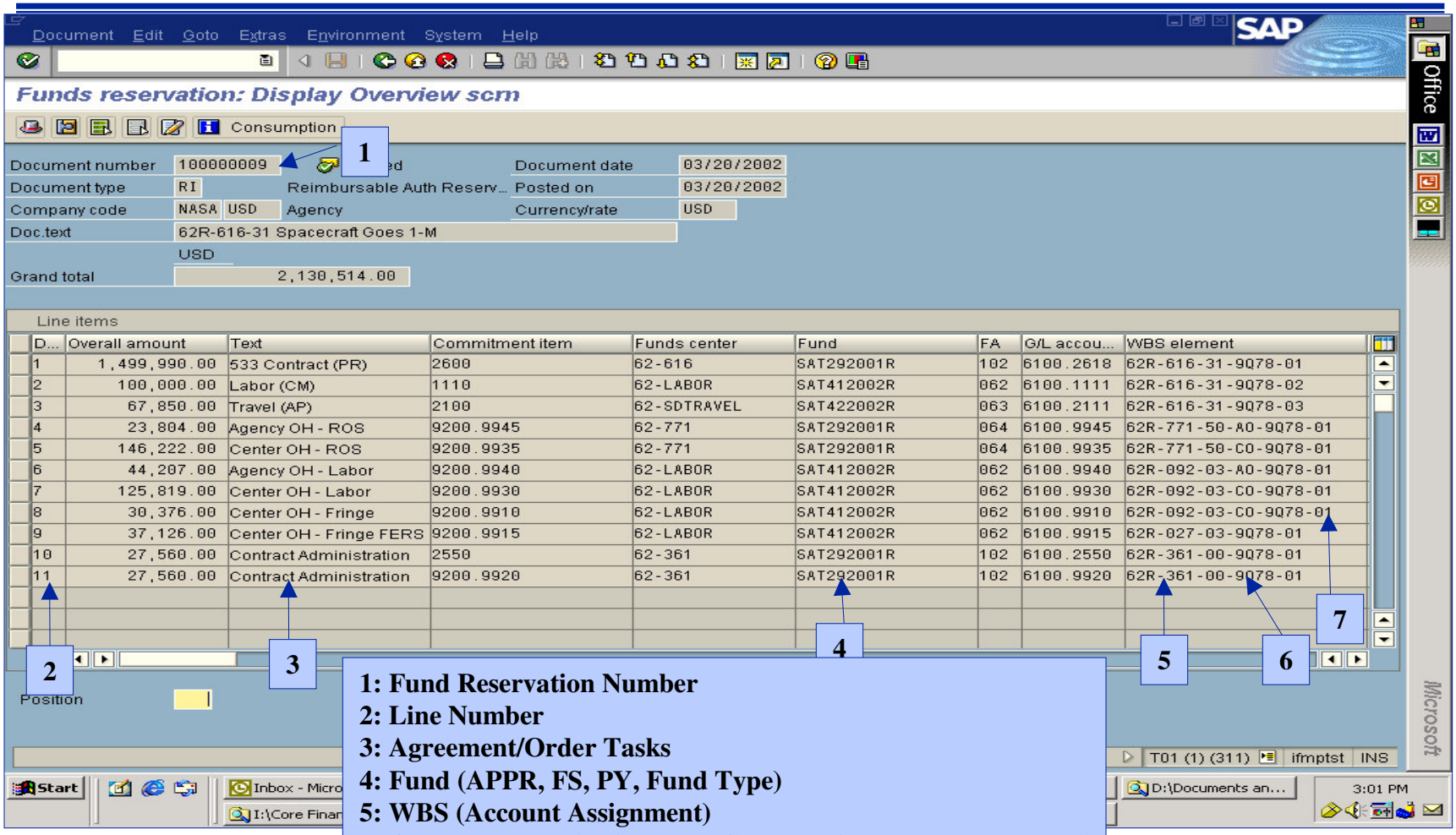
Reimbursable Agreement/Order

- Project Structure (cost collection level):
  - WBS's will be configured to represent the AWCS structure
  - Below the AWCS reporting level, a WBS will be established for each fund (Appropriation, Fund Source, Program Year) by Order
  - Networks will be used to collect cost at a Center or Project specific detailed level below the Reimbursable Order WBS levels

Reimbursable Agreement/Order
Project / WBS Structure



Reimbursable Agreement/Order
Funds Reservation Document



1: Fund Reservation Number
2: Line Number
3: Agreement/Order Tasks
4: Fund (APPR, FS, PY, Fund Type)
5: WBS (Account Assignment)
6: Order Number (assigned by Center Reimbursable Manager)
7: Fund Indicator

Topic 1 Debrief

- Describe the Record and Maintain Reimbursable Budget Authority process flow
- Comprehend the various components of the Reimbursable Orders process

Topic 2

Reimbursable Funds Control Process and Funds Reservation

Topic Overview

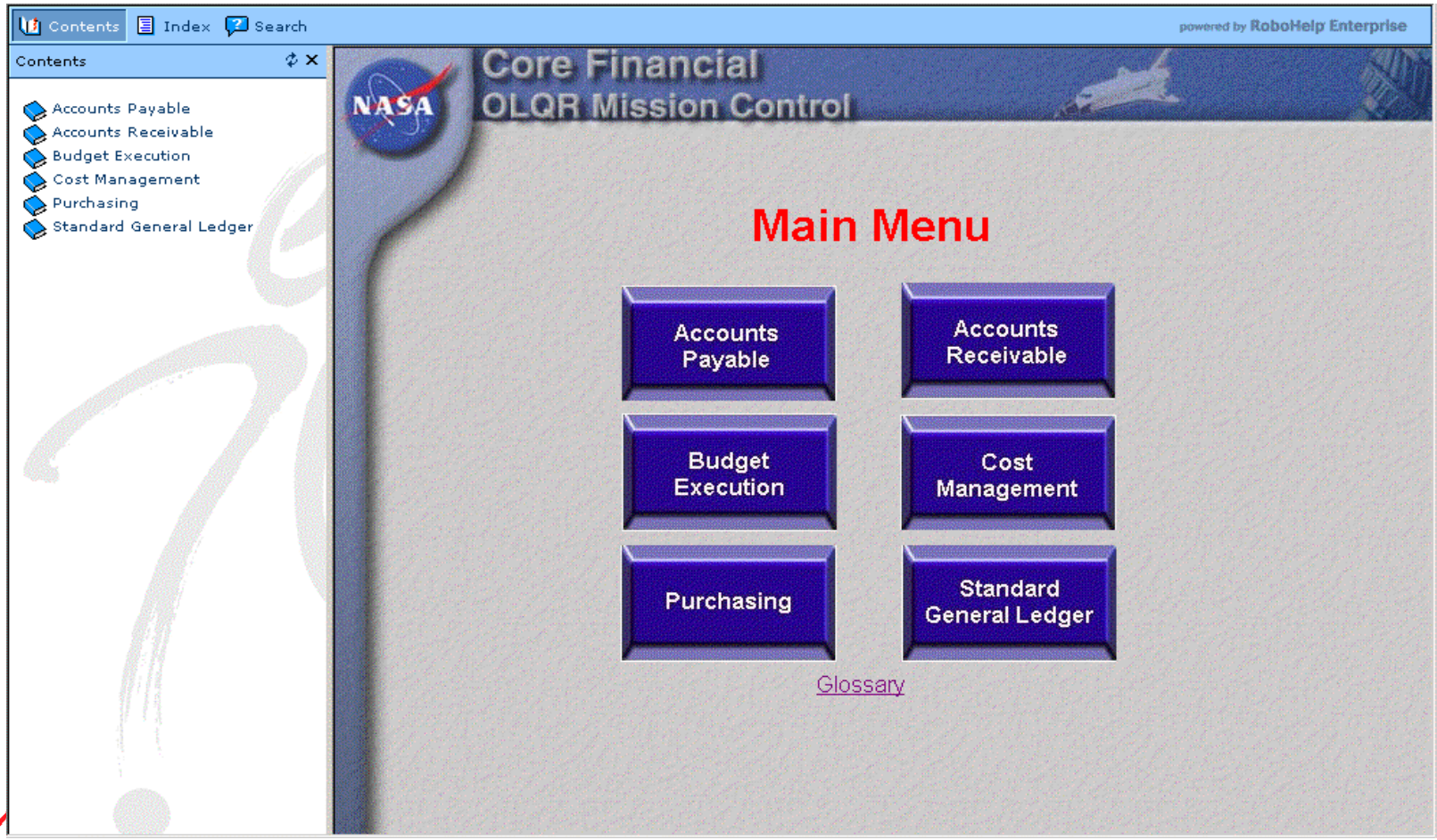
- Reimbursable Funds Control Process and Funds Reservation
  - Reimbursable Funds Management Procedures
- Process Flows: Record and Maintain Reimbursable Budget Authority and Process Funds Reservation

Topic 2: Objectives

- Upon completion of Reimbursable Funds Control Process and Funds Reservation, individuals should be able to accomplish the following:
  - Describe the Record and Maintain Reimbursable Budget Authority process flow
  - Describe the Process Funds Reservation process flow
  - Record and maintain Reimbursable authority at all Agency and Center levels
  - Create and maintain Funds Reservations

Topic 2: Process Flow

Record and Maintain Reimbursable Budget Authority/Process Funds Reservation



Topic 2: Process Flow Continued

- Record and Maintain Reimbursable Budget Authority sub-process:
  - Center Reimbursable Manager requests creation of project structures, Funds Reservation, and/or change to a reimbursable order
- Process Funds Reservation sub-process:
  - NASA creates a reimbursable order
  - Funds Reservation document is created

Topic 2: Process Flow Continued

- Process Funds Reservation sub-process continued:
  - Funds Reserver increases/decreases line item amounts as necessary
  - Documents with expiring funds changed to current program year
  - Funds Reserver closes Funds Reservation document

Demonstrations and Exercises Introduction

Demonstrations and Exercises

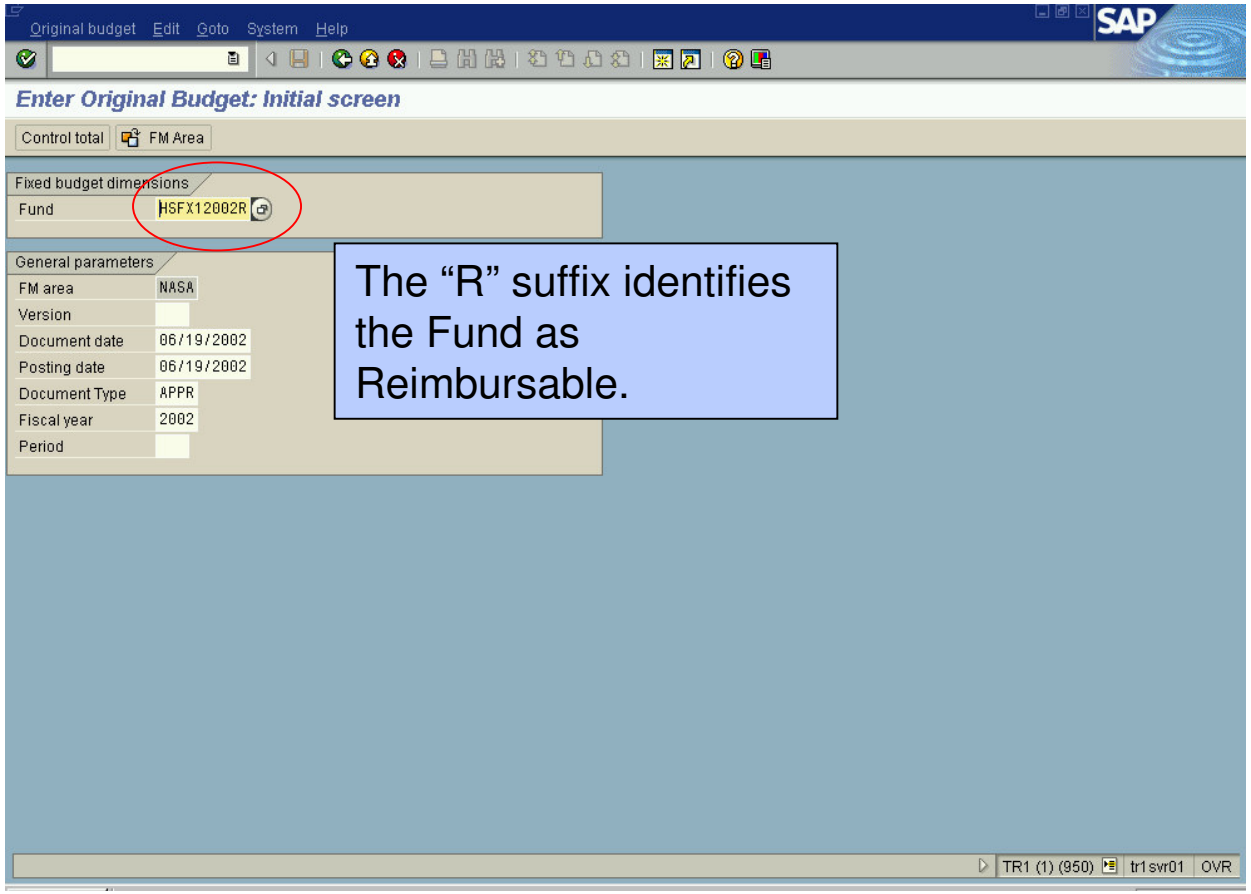
- Display Sending Fund Center/Fund Reimbursable Authority Balance
- Record Anticipated Reimbursements Level 1
- Record Reimbursable Apportionment Level 1
- Record Reimbursable Allotment Level 1
- Record Reimbursable Level 2 Program/Non-Programmatic Authority
- Record Reimbursable Level 3 Center Authority

Demonstrations and Exercise Continued

- Compare Receiving Fund Center Reimbursable Authority and Current Reimbursable Operating Plan
- Create Funds Reservation
- Change Funds Reservation (Line Items) Authority
- Change Funds Reservation Authority to New Program Year
- Close Funds Reservation (Line Items)

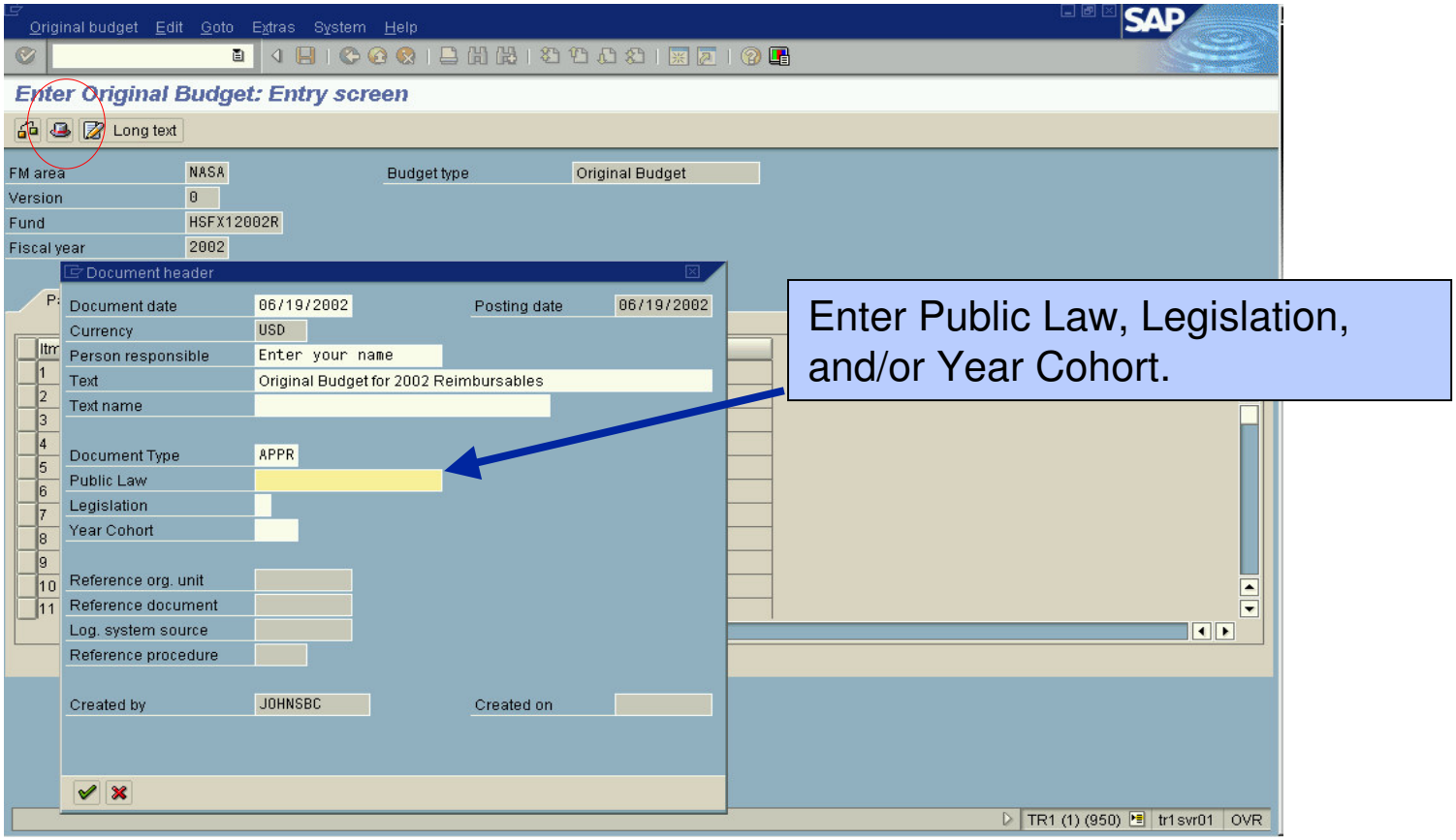
Screenshot

- Enter Original Budget: Initial Screen



Screenshot

- Enter Original Budget: Entry Screen



Screenshot

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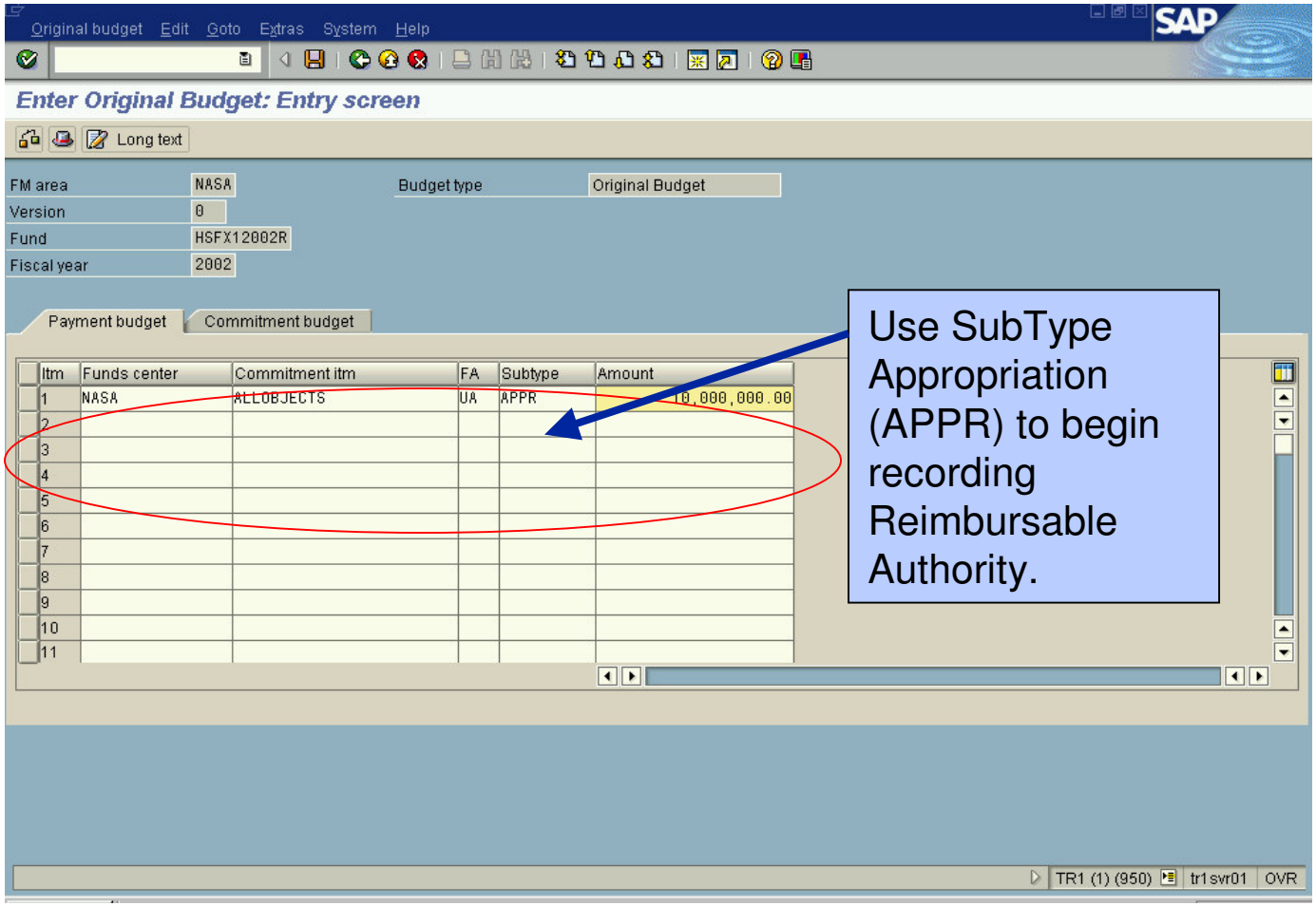
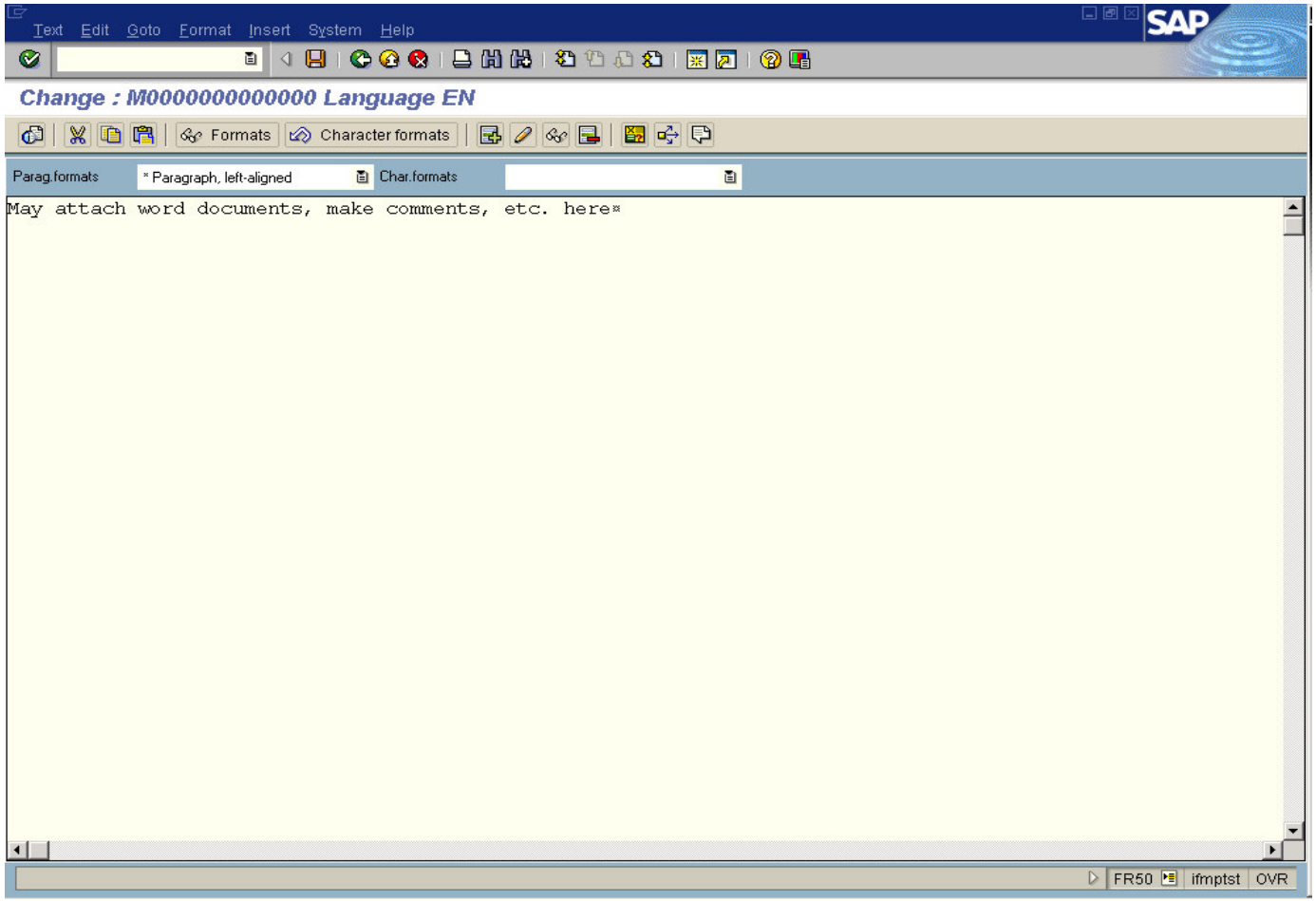


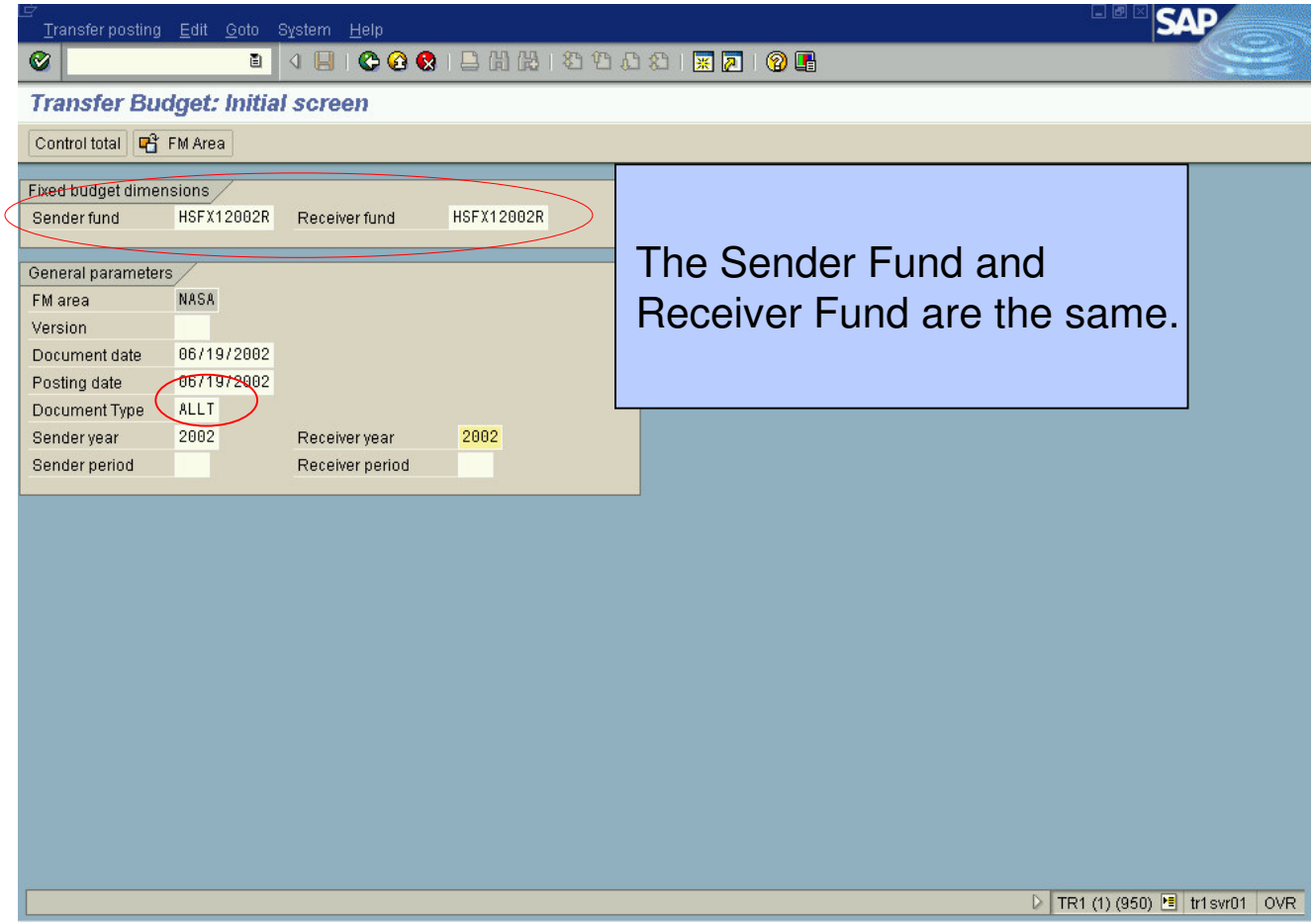
Screenshot

- Change: M0000000000000 Language EN



Screenshot

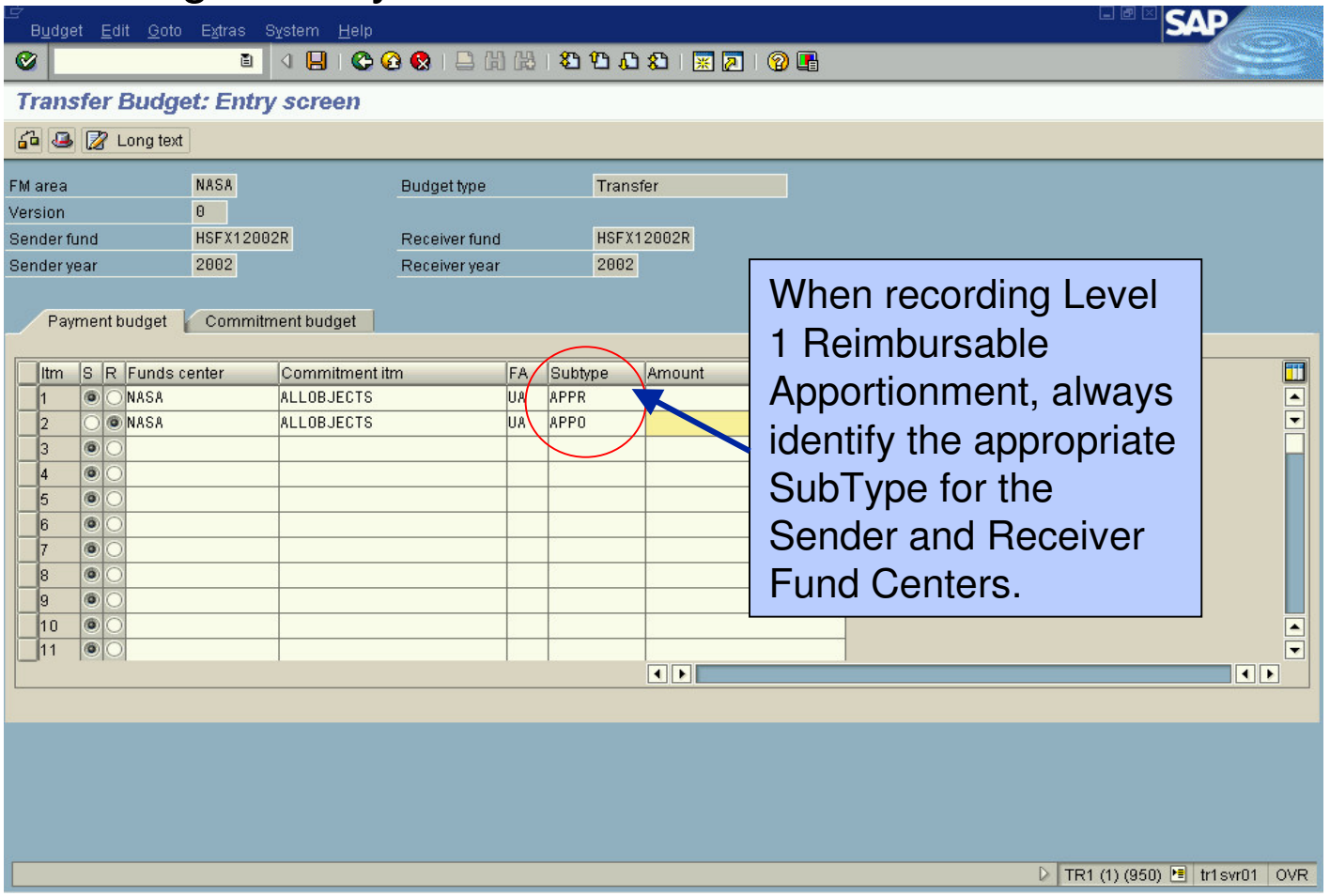
- Transfer Budget: Initial Screen



The Sender Fund and Receiver Fund are the same.

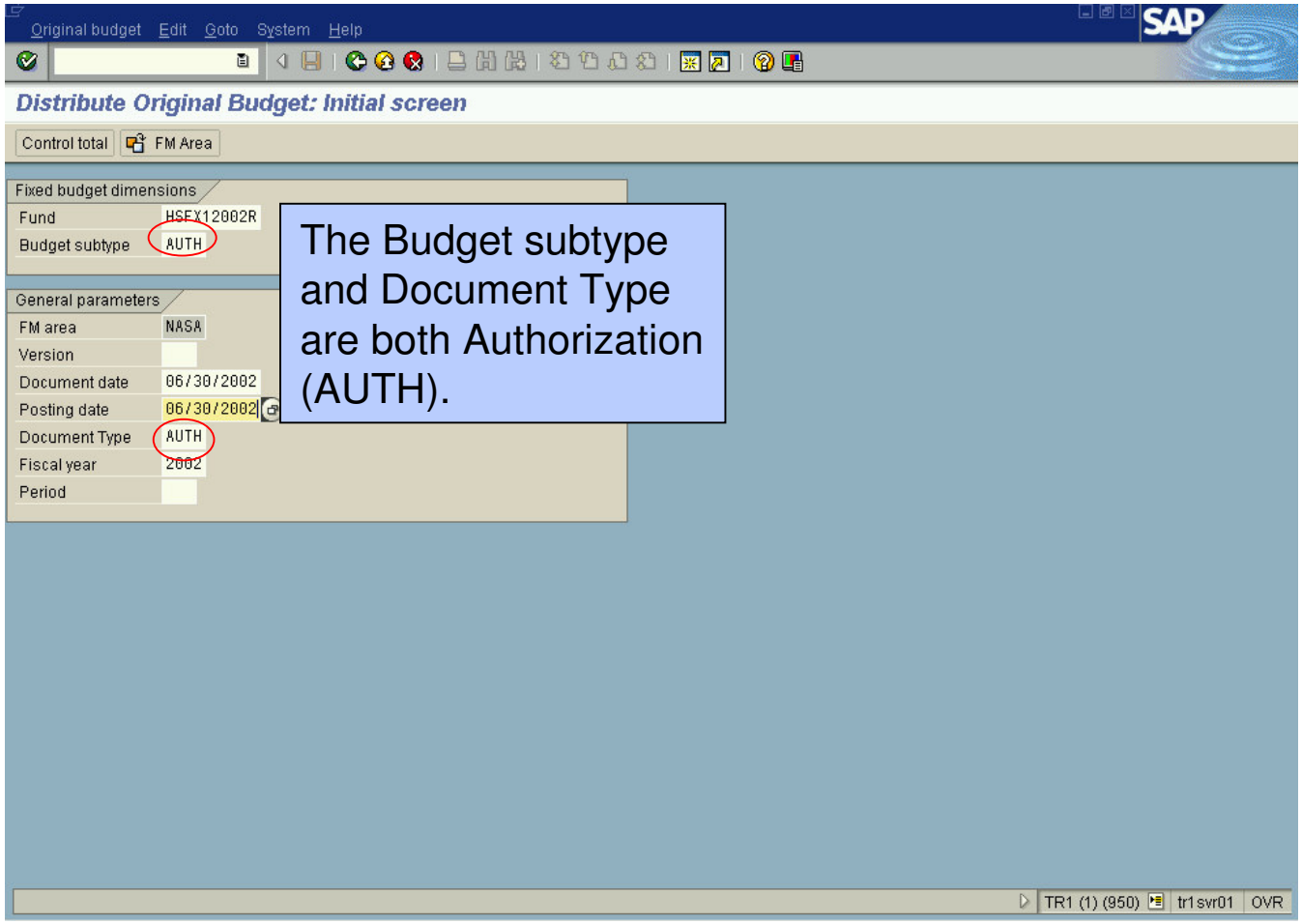
Screenshot

- Transfer Budget: Entry Screen



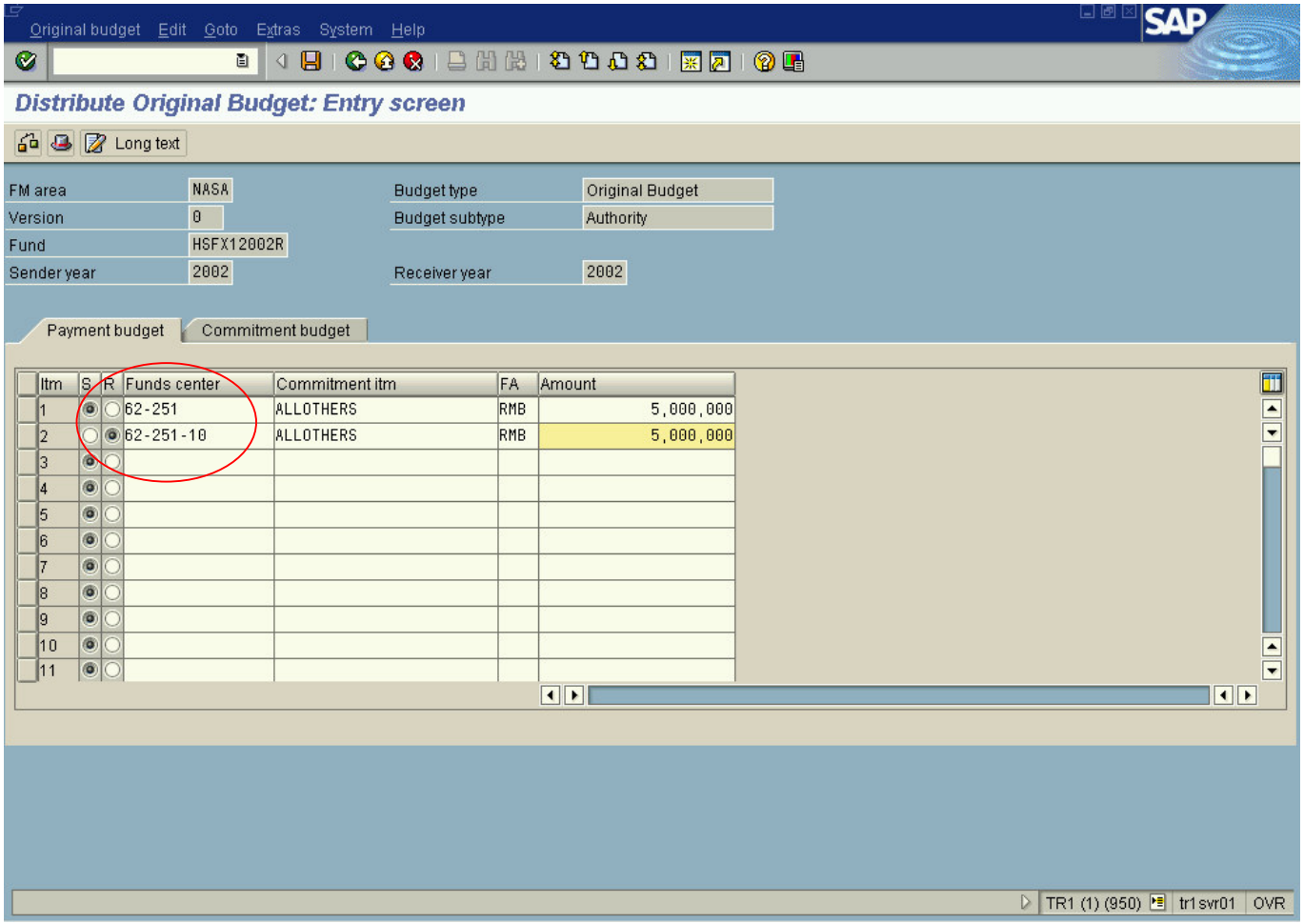
Screenshot

- Distribute Original Budget: Initial Screen



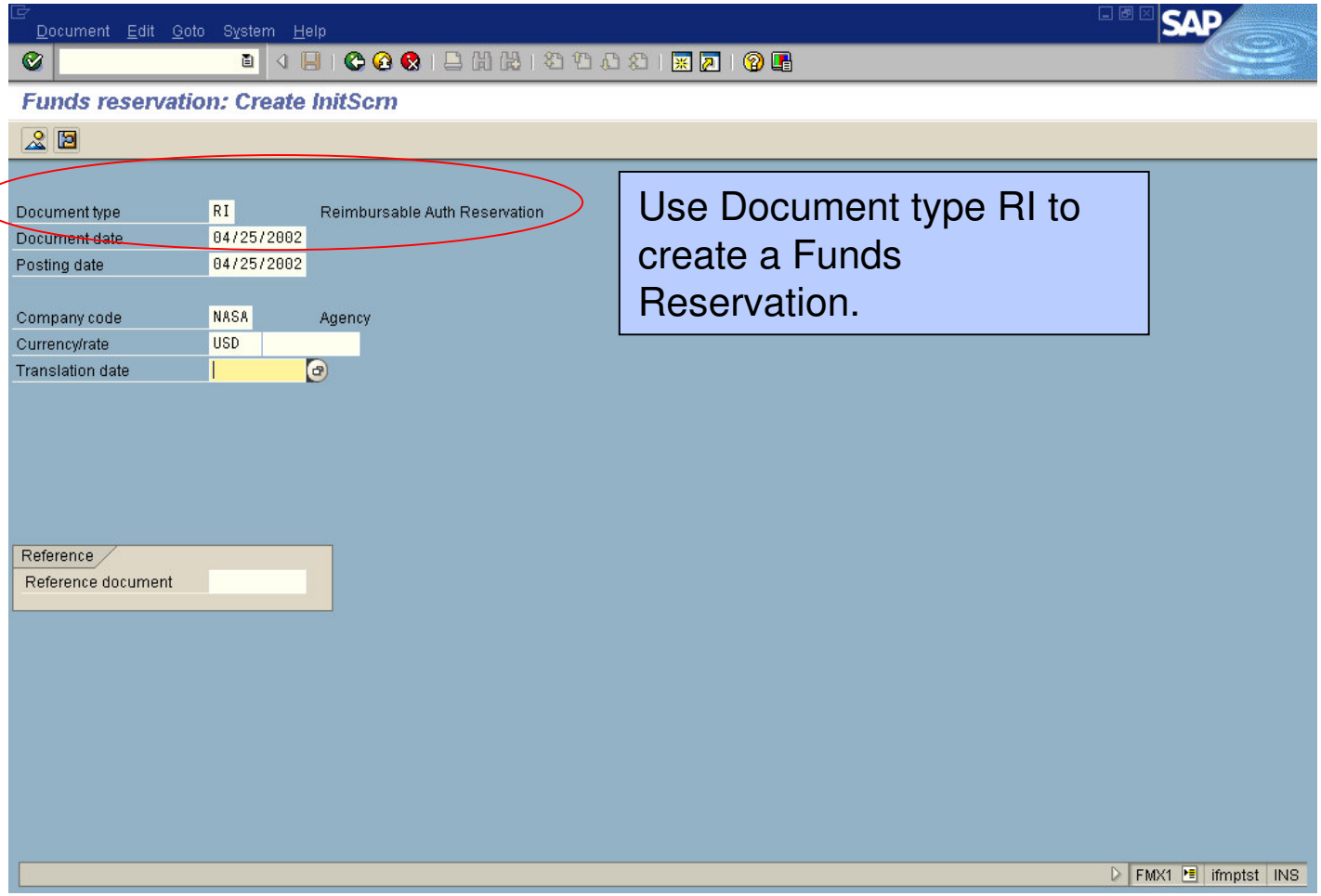
Screenshot

- Distribute Original Budget: Entry Screen



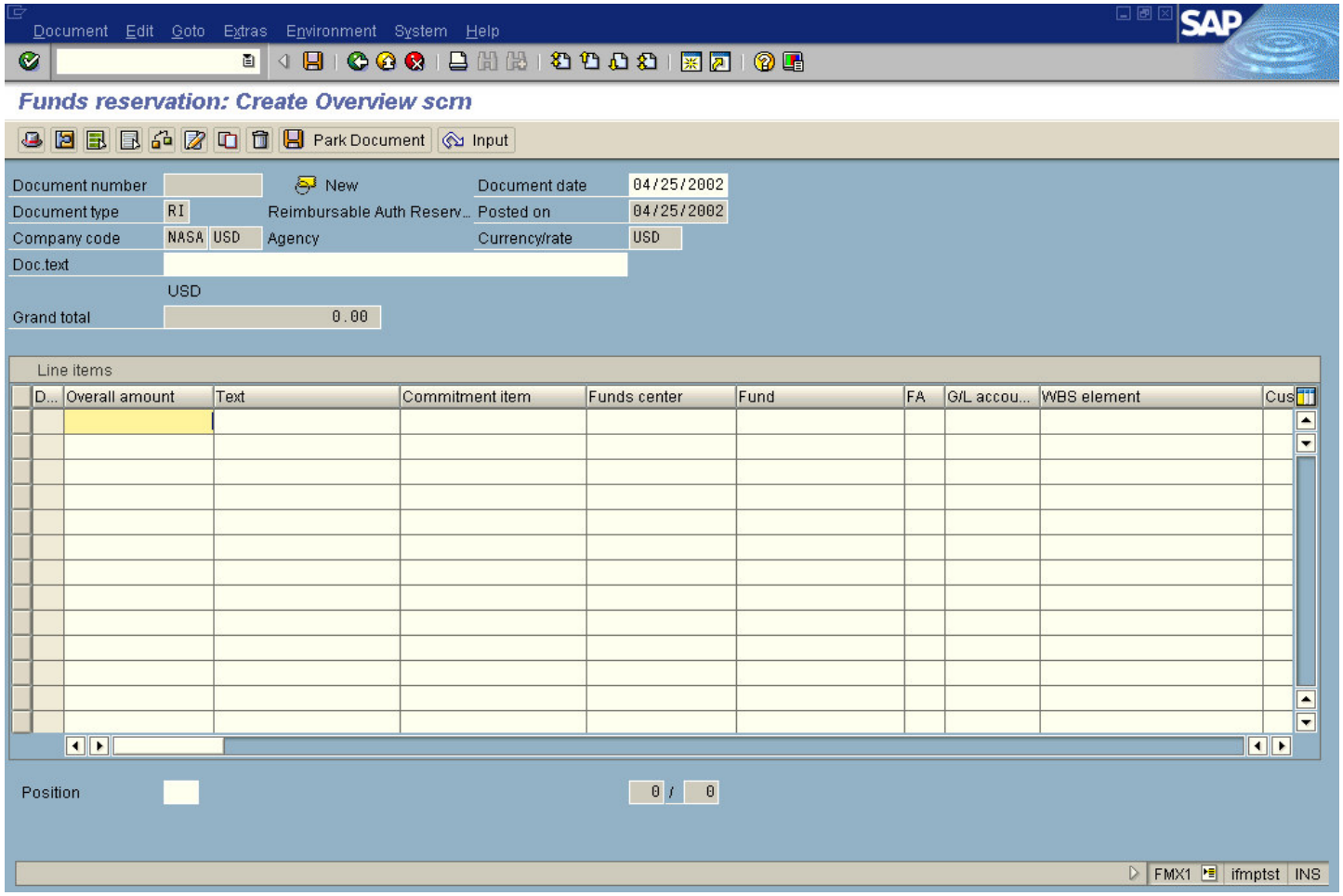
Screenshot

- Funds Reservation: Create InitScreen



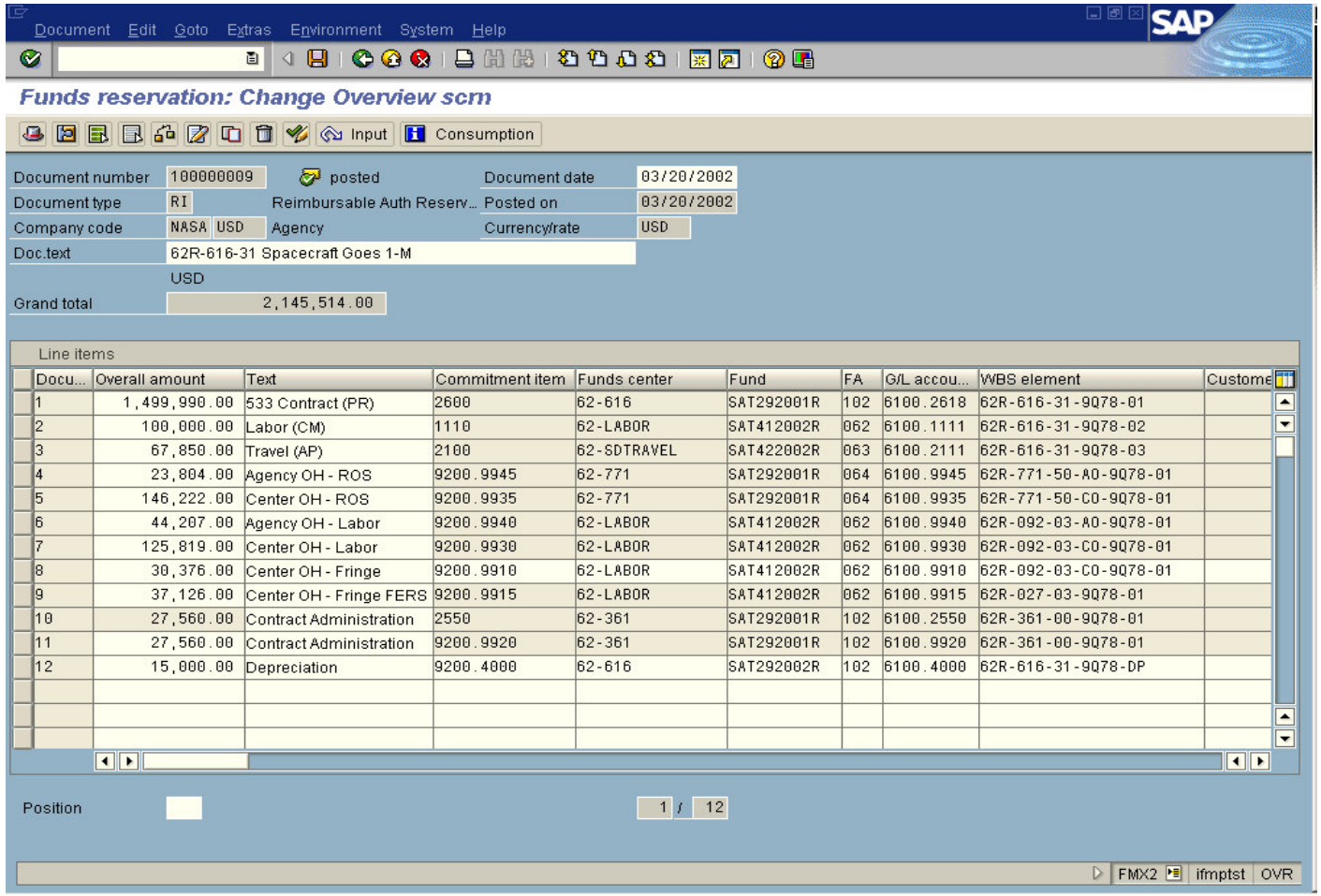
Screenshot

- Funds Reservation: Create Overview Screen



Screenshot

- Funds Reservation: Change Overview Screen



Topic 2 Debrief

- Display Sending Fund Center/Fund Reimbursable Authority Balance
- Record Anticipated Reimbursements Level 1
- Record Reimbursable Apportionment Level 1
- Record Reimbursable Allotment Level 1
- Record Reimbursable Level 2 Program/Non-programmatic Authority

Topic 2 Debrief Continued

- Record Reimbursable Level 3 Center Authority
- Compare Receiving Funds Center Reimbursable Authority and Current Reimbursable Operating Plan
- Create Funds Reservation
- Change Funds Reservation (Line Items) Authority

End of Course Review

Review Objectives & Expectations

Individuals here should now be able to understand the following:

- ✓ Describe the Record and Maintain Reimbursable Budget Authority Process Flow
- ✓ How to Record and Maintain Reimbursable Authority at Agency/Center levels
- ✓ Describe the Process Funds Reservation Process Flow

Available Resources

- SAP Practice Training Instance
- OLQR
- Super-users within each department
- Job Aids

Extra Practice - SAP Training Instance

- Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.

Congratulations!

Training Course Feedback

- The on-line training course feedback will:
  - Assess the effectiveness of the instruction and training materials for the course
- To access the feedback form:
  - Launch your Web Browser
  - Enter the following URL address: http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7
  - Complete and submit feedback by following the directions within the on-line form